

Library Guide 2019-2020



CONCORDIA
LUTHERAN
SEMINARY

Concordia Lutheran Seminary Library
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1. Introduction

Welcome to the Concordia Lutheran Seminary library. Whether you are a new or returning student, you have access to a world of information resources to support you on your academic journey.

This guide will help you navigate your way through the library, so you can make good use of its collections and the many other services it provides.

Library staff is here to help – no question is too big or too small – just ask!

2. Library Staff

Library Director: Dr. Stephen Chambers
Telephone: 780-474-1468, ext. 228
Email: schambers@concordiasem.ab.ca

Library Technician: Anna Yang
Telephone: 780-474-1468, ext. 231
Email: ayang@concordiasem.ab.ca

3. Library Hours

8:00 am to 4:00 pm, Monday through Friday.

For more details, please visit our website at:
http://concordiasem.ab.ca/research/library_information.php

4. Library Rules

- Eating in the library is not permitted. A covered drink is acceptable. A student lounge in the basement is equipped with a refrigerator, microwave, and coffee pot.
- Please respect the right of other students to a quiet study time.
- Please set your cell phone to vibrate and take incoming calls to the student lounge, main foyer, or outdoors.
- The library computer in the photocopier room is meant primarily for research and printing. It is not intended to be used for gaming or downloading.

5. In-House Use of Library Materials

Library staff can learn a great deal by knowing which materials are used the most (and the least). To help them acquire this information, please do not re-shelve books or periodicals after you use them within the library. Instead, place them on any of the study tables, or on a cart designated for “book returns.” At the end of each day, staff will collect, record, and re-shelve these materials for you.

6. Use of Periodicals

After browsing or reading any library periodicals for personal use, please place them on a study table or book-return cart so library staff can record and re-shelve them for you. This information will be a great help in the ongoing development of our periodicals collection.

7. Study Spaces

There are tables for group study in the reference area on the main level. Talking and group work is permitted in this area. The lower level has study carrels and noise restrictions. Please do not converse in this area. Cell phones must be turned off. Study carrels are equipped with lights and electrical outlets for personal computers.

8. Internet Use

CLS provides access to the internet through a wireless network.

Network: CLSStudent

Password: c0nc0rdia

9. Computers, Photocopying & Printing

Two computers in the library let you search the NEOS Library Consortium Catalogue via the Concordia Lutheran Seminary website.

The computer in the copier room can be used to search and print resources. In order to print, you need to input your photocopy code. You will receive this code when you enroll as a student; it permits you to copy 500 pages. If necessary, additional copies can be purchased from Kathy Budgell.

10. Library Resources

The CLS library contains approximately 22,000 books, 100 current periodical subscriptions, and a small number of CDs and DVDs. We also offer access to electronic databases through our membership in The Alberta Library (TAL).

The print, audio/visual collection and periodicals are catalogued and listed in the NEOS Library Consortium online catalogue: <https://catalogue.library.ualberta.ca/> For database access, visit <http://ezproxy.aeco.talonline.ca/login>. Your library card number and PIN are required.

The Seminary uses the Library of Congress classification system, which runs from A through Z. The majority of books in our collection are found in the B-BX range. A combination of letters plus numbers is what you see on the spine labels of every book in the collection.

- **Books**

There are about 20,000 books on the lower level in the circulating collection. All of these can be borrowed. Lending periods vary, depending on your year of study. Three renewals per book are permitted.

- **Reference books**

Reference books are located on the main level and for in-library use only. These books should not be taken outside the library.

- **Periodicals**

The library subscribes to approximately 100 titles selected to support the curriculum and faculty research. Current issues are displayed on the periodical shelves on the main floor. Older issues are arranged in alphabetical order around the perimeter of the lower level. Periodicals are for in-library use only. Please photocopy any articles you may need.

- **Course Reserves**

Books in this category have been selected to support courses you are currently taking and will be found on dedicated shelving behind the circulation desk. They have specific lending periods, ranging from two hours to two days. Most materials on reserve are for 2-hour loan. Reserves may, however, be borrowed overnight, from 1 hour before closing time until opening time the next day.

- **CLS Thesis/Research Projects**

These are located on the lower level of the library with the spine label classification number *BV 4070 C744* followed by date and author. All CLS students were required to write such theses until 2009.

- **E-Resources**

E-Books and E-Journals are available through the library website:

http://concordiasem.ab.ca/research/library_information.php.

By selecting “**Database Access**” on the website, you have access to numerous research resources. Alternatively, you can log in through <http://ezproxy.aeco.talonline.ca/login>. Your library card number and PIN are required. Once logged in, you can read full-text articles online or download them for printing.

In addition, access to electronic versions of the following journals are available directly through the CLS library website (<http://concordiasem.ab.ca/research/eresources.php>):

- Catholic Biblical Quarterly
- Christian Century
- First Things
- International Review of Mission
- Palestine Exploration Quarterly
- Sixteenth Century Journal

- Studies in Interreligious Dialogue
- Theology Today
- Transformation
- The Bible Translator

- **Parish Collection**

This collection is especially useful to those who are focused on parish ministry, as they have been selected to provide support to those who serve adults, teens and children. All items are located on the lower level, on the extreme left as you come down the stairs.

- **Foreign Language Collections**

The main level holds two collections of materials in languages other than English. German materials are grouped together on one set of shelves, and materials in all other languages are found on another. Although a few of these materials are for reference only, most of them circulate in the usual way. These collections are located on the main level, on the extreme right by the stairs.

- **Audio/Visual Material**

CDs and DVDs are found on the lower level and can be borrowed. These too are on the extreme left as you come down the stairs.

11. NEOS Library Consortium

As a branch library of Concordia University Edmonton, Concordia Lutheran Seminary is a member of this 25 member library consortium. You can search the NEOS on-line catalogue for a listing of over 5 million items system wide. You need a library card to borrow books from other NEOS Libraries.

- **Hold:** When you require an item from NEOS library, a hold can be placed using the “Place Hold” link in the online catalogue. You can select the seminary library, Concordia University of Edmonton, or any other NEOS library from a drop-down menu as a pick-up location. When it arrives, you will be notified by email. The item will be placed on the hold shelf at the location you selected. If the item is not picked up within 5 days, it is returned.
- **Overdue:** Courtesy reminder notices are sent to your email before items are due. Additional notices are sent when items are overdue, and these items are subject to late charges. Library borrowing is suspended if more than \$50 is owing. Accounts can be settled at CLS and most NEOS libraries.
- **Renewing Materials:** Renew items in person at CLS library or other NEOS library service desk, or by phone, or online via My Account. Items with holds on them are not renewable. If you receive a book recall notice, you must return the book immediately.

12. Interlibrary Loans for Books and Articles

Requests can be made for items not currently held by NEOS libraries. CLS cardholders may make three interlibrary loan requests each academic year without charge. The full cost of each additional request will be billed to the card holder. For books please provide: author, title, place, publisher, date. For articles please provide: author, title of article, title of periodical, date of publication, volume number, and specific page numbers. For more details, please contact library staff.

13. A reciprocal borrowing program

CLS has joined a reciprocal borrowing program through the American Theological Library Association (ATLA). CLS cardholders can check out items at participating libraries throughout the Canada and the United States. If you are traveling or in a Distance Education Program, this will be a great help. Library staff can help you locate participating libraries as needed. When you are on-site at another participating library, you will need to show proof of current enrollment in order to check out materials based on the library’s local lending policies.

14. Circulation Services

- **Fines:** Each library sets its own overdue fines. CLS library charges \$1.00 a day per item borrowed. Payment for overdue fines can be made at any NEOS library. An item overdue for more than 31 days is declared lost; if the item is returned, the system will charge you \$31.00 in overdue fines. Payment for the cost of the lost book itself must then also be made to the lending library. In the Seminary, the replacement cost plus a service fee of \$10.00 is assessed for all lost items. All CLS students must clear any fines owing the Seminary before they will be issued their final transcripts.

- **Lost or Missing Library Cards:** Immediately notify library staff if your card has gone missing. A new card will be issued. A \$5.00 fee is charged for a replacement card. Registered owners of library cards are responsible for all materials borrowed on their cards and for any charges on items that are overdue, lost or damaged.
- **Email notification:** A valid email address is required for all patrons so that we can provide email notification, including holds available for pick up, due date reminders, over-dues, and fine notices associated with library materials.
- **Loan Periods**

| <i>Item Type</i> | <i>Loan Period</i> | <i># of renewals</i> |
|------------------|--------------------|----------------------|
| Books | 6 weeks | 4 |
| CDs/DVDs/Videos | 6 weeks | 4 |
| Periodicals | No loan | n/a |
| Reference Books | No loan | n/a |
| Reserve Items | Hourly | 0 |

NEOS items: Loan periods for NEOS items may vary depending on the individual lending library.

15. Copyright

Please be aware of the importance of copyright. Canadian copyright law allows you to copy (for private study or research purposes) an entire periodical article, one chapter from a book, an entire short story, play, poem or essay from a book, an entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference book. A copyright notice is posted above the photocopier. Please take the time to read it.